

DISTRICT OF COLUMBIA RETIREMENT BOARD

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: RB-2006-14 **POSITION:** Administrative Manager
OPENING DATE: 8-08-06 **CLOSING DATE:** Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. **SALARY RANGE:** \$59,200 - \$74,000
WORKSITE: 900 7th Street, NW **AREA OF CONSIDERATION:** Unlimited
Washington, DC 20001
PROMOTION POTENTIAL: Yes **NO. OF VACANCIES:** 1

DURATION OF APPOINTMENT: ☒ Permanent, ☐ Term { 13 months to 4 years },
Not to Exceed _____ ☐ Temporary {up to 1 year}, Not to Exceed ____ months

☐ This position **IS** in the collective bargaining unit represented by and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position **IS NOT** in a collective bargaining unit.

“RESIDENCY PREFERENCE AMENDMENT ACT OF 1988”

An applicant for a position in the Career Service or for an attorney position (DS-905) in the Legal Service who is a bona fide resident of the District of Columbia **AT THE TIME OF APPLICATION** may claim a hiring preference over a nonresident applicant by completing the “Residency Preference for Employment” form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.”

BRIEF DESCRIPTION OF DUTIES: The Administrative Manager organizes and supervises the administrative activities that facilitate the efficient and effective day-to-day operations of DCRB.

PRIMARY RESPONSIBILITIES

1. Manages daily administrative operations of DCRB and administers policies and procedures according to executive level direction
2. Manages the agency’s liability insurance and leases
3. Supervises staff who are responsible for procurement, facilities, and reception

QUALIFICATION REQUIREMENTS:

- Bachelor’s degree required
- Proven organizational and communication skills
- At least five years of office management and 2-3 years of supervisory experience

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes
2. Ability to negotiate vendor contracts
3. Knowledge of procurement practice and methods
4. Knowledge of supplies, equipment, and/or services ordering and inventory control
5. Skill in examining operations and procedures, formulating policy, and developing and implementing new strategies and procedures

Applications submitted for consideration will not be returned to the applicant, except that applications received outside the area of consideration or after the closing date will be returned without action.

HOW TO APPLY: All applicants, including departmental employees and other DC Government employees, must submit the District of Columbia Government Employment Application, [DC 2000](#).

WHERE TO APPLY: DC Retirement Board
900 7th Street, NW, 2nd floor
Washington, DC 20001
Attention: Valerie Wilkins, Human Resources Manager
Email: dcrb.hr@dc.gov
Fax: 202-566-5004

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the DC government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

AN EQUAL OPPORTUNITY EMPLOYER – ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, PHYSICAL HANDICAP, OR POLITICAL AFFILIATION.